

3.4 Checklist

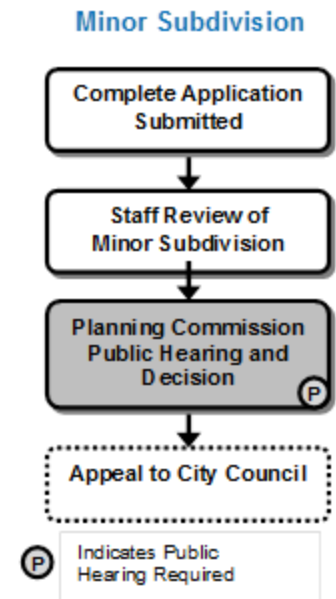
Minor Subdivision Approval

A minor subdivision allows for the subdivision of a maximum of four lots, or the combination of any number of previously platted lots into a smaller number of platted lots. A minor subdivision is an approval process for simple land divisions; it does not provide for the subdivision of unplatted land, unless that land is described by a governmental subdivision legal description.

See Sections 50-33 and 50-37.5 of the UDC for more information.

Starting the Application Process

- ☐ Submit your application materials to the One Stop Shop, Room 210 City Hall, by the Planning Commission deadline. Your application must include the following:
 - ☐ Application Cover Sheet
 - ☐ Required fee
 - ☐ A legal description and survey or similar recordable exhibit, prepared by a licensed land surveyor, reflecting the relocated boundaries



Staff Review

Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, any additional UDC criteria, and other related factors, including but not limited to:

- The lot or lots to be subdivided or combined have frontage on an improved public street;
- Each proposed lot meets the minimum zoning requirements of the district that it is in. If a proposed lot is described by a governmental subdivision legal description, the proposed lot must be at least 5 acres in size and have 250 feet of frontage regardless of the zoning requirements of the district that it is in;
- If an existing structure on a lot complies with the requirements of this Chapter, then after the minor subdivision structures on each of the resulting lots will still comply with the requirements of this Chapter; and
- If one or more of the existing lots, or a structure on one or more of those lots, does not comply with the requirements of this Chapter, the proposed relocation will not create

Important Dates

Application Deadline:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*

any new nonconformity or increase any existing nonconformity between the requirements of this Chapter.

Public Notice

You are required to post a sign notice on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.

Planning Commission Decision

You will be notified when a Planning Commission hearing is scheduled for your application. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application.

Record the final plat in the office of the county recorder within 180 days. Submit a receipt or other documentation that it has been recorded to the city's One Stop Shop.

After the final plat has been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the city has received documentation of the subdivision being recorded with the county recorder.